

FEDERAL WOMAN'S AWARD

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 FILE *Personal*

Admiral W. E. Raborn
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Admiral Raborn:

As Chairman of the Board of Trustees for the Federal Woman's Award, I am pleased to extend to you an invitation to submit nominations from your agency for the sixth annual Federal Woman's Award, to be presented on March 1, 1966.

The vigorous interest in the Federal Woman's Award program shown each year by the President and by heads of agencies has contributed importantly to its success. The program offers a valuable opportunity to pay high tribute and to focus nationwide attention on the accomplishments of your exemplary career women. I am sure you will want to start immediately on the staff work that will lead to nomination of outstanding candidates from your field offices as well as your Washington headquarters.

The closing date for receipt of nominations is October 26, 1965. A sample nomination form and criteria for nominations are enclosed. Your agency may obtain additional forms by addressing a request to the Federal Woman's Award, care of the U. S. Civil Service Commission, Washington, D. C. 20416, or by calling Mrs. Phyllis Layfield, CGS 183, Extension 6132.

Your agency's participation in this important program will be most welcome. The Board joins me in anticipating the nominations of the highly able and dedicated career women of your agency whom you believe are qualified for this honor.

Sincerely,

Katie Louchheim
Chairman

Enclosures

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Criteria for Nominations

ELIGIBILITY FOR AWARD

Any woman employee of the Federal Government with not less than three years continuous, full-time service in the competitive or excepted service, and who has attained a rank equivalent to grade GS-9 of the Classification Act of 1949, or above, shall be eligible to receive an award based upon career service which has been characterized by outstanding ability and achievement in an executive, professional, scientific, or technical position.

Eligibility may be based upon achievements having an important effect on a major government program, or it may be based upon the specific outstanding accomplishments which have made, or are making, an important contribution to administrative, social, scientific, or technical progress in the work of a Federal agency. Eligibility for an award shall further depend upon the demonstration of either leadership, or sustained individual performance, showing a high degree of personal integrity, honesty, and judgment.

NOMINATIONS

Each department and agency may submit no more than three nominations. Nominations must be submitted by the head of the department or agency concerned.

Nominations must be submitted on the forms provided, an original and five copies, each one enclosed in a folder. All information indicated on the form must be given. Extra sheets may be attached to the forms if necessary.

Specific examples and details of achievement must support each nomination. All information should be described in terms of factual data rather than opinion, and be in sufficient detail to be easily understood.

Submit nominations to Chairman, Board of Trustees, Federal Woman's Award, care of U. S. Civil Service Commission, Washington, D. C., no later than October 26, 1965. In the event your agency has no candidates to submit for this year, please notify the Board accordingly.

August 1965